



# Office of the Attorney General

## Job Announcement

**DIVISION:** Criminal Investigations

**POSTING NUMBER:** 21-0419

**JOB TITLE:** Sergeant, Texas Attorney General's Office

**MONTHLY SALARY:** \$6,801.25

**POSTING DATE:** June 8, 2021

**LOCATION:** 300 W. 15th Street, 15th Floor, Austin, TX 78701

**WORKING TITLE:** Sergeant

**DURATION:** Until Filled

**REVISED:** June 17, 2021

### **GENERAL DESCRIPTION**

Performs Digital and Multimedia forensic examinations, data extraction, and provides expert testimony for Criminal Cases for the Office of the Attorney General's (OAG) Criminal Investigations Division. Work involves conducting forensic examinations on a variety of media including hard drives, thumb drives, memory cards, and mobile phones seized during criminal investigations of violations of various state and federal statutes. May plan, assign, train or supervise the work of others. OAG employees enjoy excellent benefits along with tremendous opportunities to do important work at a large, dynamic state agency making a positive difference in the lives of Texans.

### **ESSENTIAL JOB FUNCTIONS**

Conducts forensic examinations of digital devices, computer systems, storage media, and electronic storage devices  
Demonstrated knowledge of Microsoft windows, Apple/UNIX and Linux operating systems as it relates to forensics examinations.  
Demonstrated experience in digital device data extraction and preservation.  
Evaluates and summarizes legal aspects of digital forensic investigations, recommending action as appropriate  
Identifies, gathers, and examines evidence, including complex records of individuals, associates, and corporations  
Locates, contacts, and interviews potential witnesses and suspects  
Obtains and prepares affidavits, statements, and confessions  
Participates in raids, searches, manhunts, and other operations; and makes arrests  
Documents the investigative process by preparing records and reports  
Testifies as an expert witness in trials or formal hearings  
Performs related work as assigned  
Maintains relevant knowledge necessary to perform essential job functions  
Attends work regularly in compliance with agreed-upon work schedule  
Ensures security and confidentiality of sensitive and/or protected information  
Complies with all agency policies and procedures, including those pertaining to ethics and integrity

### **MINIMUM QUALIFICATIONS**

Education: Graduation from high school or equivalent  
Education: Bachelor's degree from an accredited college or university in criminal justice or a closely related field; experience in the following (or closely related) fields may be substituted for the required education on a year-for-year basis: investigative law enforcement  
Experience: Four years of full-time law enforcement investigative experience  
Knowledge of the Texas Penal Code, Texas Code of Criminal Procedure, and other applicable state and federal statutes  
Skill in researching and interpreting complex rules and regulations  
Skill in applying investigative techniques and procedures to assigned cases  
Skill in handling multiple tasks, prioritizing, and meeting deadlines  
Skill in effective oral and written communication  
Skill in exercising sound judgment and effective decision making  
Ability to receive and respond positively to constructive feedback  
Ability to work cooperatively with others in a professional office environment  
Ability to provide excellent customer service  
Ability to work more than 40 hours as needed and in compliance with the FLSA  
Ability to achieve 64% or better of VO2 max on the 2000 meter row utilizing a Concept 2 Rower or meet a minimum score of 64% for their age and/or gender when performing the 500 Meter Row or the 4 Minute Row  
Ability to use and care for firearms; to use intermediate impact weapons and Oleoresin Capsicum spray; to use physical tactics; to conduct investigations; to evaluate, analyze, and investigate allegations of wrongdoing; to prepare reports; to prepare criminal cases for prosecution; to communicate effectively; and to train, lead, and/or prioritize the work of others  
Ability to lift and relocate 30 lbs.  
Ability to travel (including overnight travel) up to 50%  
Certifications: Must be certified as a Texas peace officer by the Texas Commission on Law Enforcement  
Licensure: Must possess a valid driver's license

### **PREFERRED QUALIFICATIONS**

Knowledge of agency rules, policies, and procedures  
Other Language: Ability to proficiently read, write, and speak a language other than English  
Industry Standard Certification(s): CFCE, ICMDE, EnCE, ACE  
Three years experience working as a full-time digital forensic examiner

### **TO APPLY**

To apply for a job with the OAG, submit a completed State of Texas job application through the OAG's Job Postings Page. A State of Texas application must be completed to be considered, and paper applications are not accepted. For further instructions on how to apply through the OAG's Job Postings Page, see our [How to Apply page](#). Your application for this position may subject you to a criminal background check pursuant to the Texas Government Code. Military Crosswalk information can be accessed at [http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC\\_LawEnforcement.pdf](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_LawEnforcement.pdf)

**THE OAG IS AN EQUAL OPPORTUNITY EMPLOYER**